

NEBRASKA

Good Life. Great Service.

DEPT. OF ADMINISTRATIVE SERVICES



Jim Pillen, Governor

To: All State Agencies, Boards, and Commissions
Agency Finance Officers
NBRRS Agency Administrators

From: Neil Sullivan, State Budget Administrator *NS*

Date: June 15, 2026

Subject: 2027-2029 Biennial Budget Request Cycle Narrative Screens Available

The Administrative Services State Budget Division would like to announce the beginning of the 2027 – 2029 biennial budget request cycle and to advise you of the availability of the Agency, Division (if applicable), and Program Narrative screens in the Nebraska Budget Request and Reporting System (NBRRS). These three high-level narrative screens are made available in advance of the other system screens. The formal 2027 – 2029 biennial budget instructions for Nebraska's strategic results-based budgeting process will be issued by early July 2026 and the remaining NBRRS budget request screens will be made available for your use at that time.

Login

Access to the NBRRS for preparation of the narrative content is available by clicking the "System Login" link located in the middle of the screen at the Budget Request & Reporting System webpage (<https://das.nebraska.gov/budget/nbrrs.html>) or by logging in directly at <http://nbrrs.nebraska.gov>.

Training

The Budget Request & Reporting System webpage (<https://das.nebraska.gov/budget/nbrrs.html>) has additional resources including the training schedule and videos, which can be found under the NBRRS Training tab.

Narrative Copy Process

For your convenience, enhanced NBRRS functionality will allow, upon request, sections of the agency, division (if applicable), and program narratives to be copied forward from your 2025 - 2027 biennium budget request. While this functionality has been developed to promote efficiency in the preparation and submission of your biennial budget request, it is important that this information be revised to accurately reflect the product of your current strategic planning efforts leading into preparation of your 2027 - 2029 biennium budget request. Agencies should carefully review and edit this information to ensure that the narratives represent the agency's current goals, statutory responsibilities, program objectives, and priorities, among other elements.

Neil Sullivan, Administrator

Department of Administrative Services | STATE BUDGET DIVISION

PO Box 94664

1445 K Street, Room 1320

OFFICE 402-471-2526

Lincoln, Nebraska 68509-4664

Lincoln, Nebraska 68509

das.nebraska.gov

The following information will be copied upon request. On the Agency Narrative: Statutory Authority; on the Program Narrative: Program Description; and on the Division Narrative: Division Description.

Email Ann.Linneman@nebraska.gov regarding the copying of narrative content.

Information Technology (IT) Inventory

Pursuant to 81-132(1)(c), each department and agency shall provide as part of the Budget Request Submission:

- An inventory of all software purchased and used by or on behalf of the department or agency, including software licenses and subscriptions;
- An inventory of all information technology hardware used by the department, office, institution, or agency;
- A six-year plan for such software and hardware needs and related costs.

Please complete the Excel template provided on the State Budget Division website at <https://das.nebraska.gov/budget/nbrs.html> under Section I, Part A - Agency Narrative. Use the file attachment function within NBRRS to attach the agency completed IT Inventory, as an excel document.

Federal Fund Inventory

Pursuant to 81-130 All agencies of the state government for which the Legislature appropriates funds shall submit a federal funding inventory to the office of the Director of Administrative Services on or before September 15 of each even-numbered year.

Please complete the Excel template provided on the State Budget Division website at <https://das.nebraska.gov/budget/nbrs.html> under Section I, Part A - Agency Narrative. Use the file attachment function within NBRRS to attach the agency completed Federal Fund Inventory, as an excel document. Supporting documents, such as copies of agreements and contracts, should be combined into one PDF and attached in that format.

Narrative Due in Preliminary Form

The Agency, Division (if applicable), and Program level narratives should be completed in a preliminary form in the NBRRS by Monday, August 10, 2026. At that time, your assigned State Budget Division analyst will begin reviewing the strategic results-based elements (vision and purpose; service delivery, public impact, and outcome measurement; and six-year IT plan) of these narratives for conformity with the narrative content instructions provided in the 2027 - 2029 Biennium Budget Instructions to be formally issued by early July 2026.

The information contained in the narrative budget request screens will be finalized and electronically submitted by your agency along with the completed budget request screens on or before September 15, 2026.

Contact your assigned State Budget Division budget analyst if you have any questions.

